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GET STARTED WITH SAFIS



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Table of Contents

What is SAFIS?	3
Minimum Computer Requirements	4
JInitiator and the Security Certificate	5
Using the Disk	7
Loading JInitiator and the Security Certificate	9
Using SAFIS Online	11
Logging into SAFIS	12
Using SAFIS	14
Using SAFIS Data Entry Form	16
Using SAFIS File Upload	18
Using SAFIS Negative Reports	19



Using SAFIS Negative Reports

1. Click on the “Negative Report” button in the menu on the left side of the screen.
2. Select whether you would like to enter a null report for a single day or for a range of dates.
3. Enter the appropriate dates and click on the “Continue” button.

Using SAFIS File Upload

The SAFIS “file Upload” module provides a dealer with the capability to send reports directly from a dealer’s existing computer reporting systems into the SAFIS system.

The SAFIS “File Upload Module” allows for dealers to use web-based processes to upload a comma or tab delimited data file, that has been converted to the coding system required by SAFIS.

To use File Upload option, Click on “File Upload” button. Three (3) options that will be presented on the Main menu :

1. Upload Data
2. Create or Change Definition File (including defaults)
3. Create or Change Translation Tables (species, vessel, etc.). A comprehensive manual for the file upload process will be provided under separate cover.

What is SAFIS?

The Standard Atlantic Fisheries Information System, or SAFIS, is an electronic reporting system that has been developed by the Atlantic Coastal Cooperative Statistics Program (ACCSP) and the National Marine Fisheries Service (NOAA Fisheries), in conjunction with many state partners on the East Coast.

How Can SAFIS Benefit Seafood Dealers?

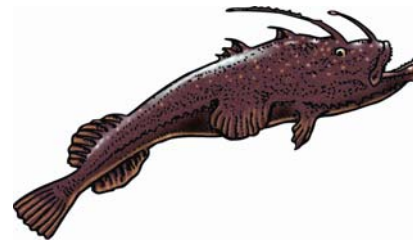
SAFIS provides seafood dealers an online form that satisfies multiple state and federal reporting requirements. Additionally, dealers have the option of uploading electronic files in lieu of online report entry. SAFIS also allows dealers to view their current reports with confidential access, protecting personal information. Access to historical reports will be added in the coming months.

Minimum Computer Requirements

1. Dial-up or high-speed Internet access.
2. Microsoft Internet Explorer version 5.5 or higher. You can check your version by checking your browser's Help menu and selecting About.
3. A monitor that accommodates at least 1024 by 768 pixels. Check your Control Panel's Settings or System icon to see the resolution levels on your monitor.
4. A minimum of 128KB of available random access memory (RAM) (we suggest 256KB of RAM). Check your Control Panel's Settings or System icon to see the amount of RAM you have available.
5. We recommend that your computer run Windows 98, 2000, or XP.

of the screen to save your information. The system will inform you if you have made errors.

4. If you need help with entering information in the SAFIS Data Entry Form, click on "SAFIS Help" on the home page. Additionally, more information is available on how to use SAFIS in the Quick Demo on the CD (see item 2 on this list for information on accessing the demonstrations). If you are unable to solve your problem with the information available in those locations, please contact your local NMFS field agent.



Using SAFIS Data Entry Form

Once you have selected the SAFIS Data Entry Form option, you may enter information by clicking on the “Enter” button in the menu on the left side of your screen.

1. Select the type of report you would like to create.
2. Enter information into the fields. For more information on entering information into the fields in the form, please refer to the Data Entry Demo, which can be accessed using the Get Started CD. Select the Quick Demo option from the menu on the left side of the screen that appears when you load the CD into your computer. Then select the Data Entry button on the bottom left of the screen.
3. Once your information is entered into the form, click the “Save” button in the menu on the left side

JInitiator and The Security Certificate

In order for SAFIS to work properly, users will need to either download JInitiator and the Security Certificate to their computers for the SAFIS website or copy the files from the CD.

What is JInitiator?

JInitiator is a program that allows users to run SAFIS from an internet browser.

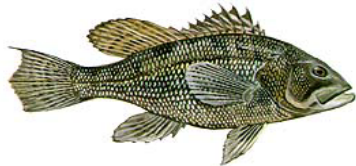
What is the Security Certificate?

The Security Certificate is a file that is stored on your computer that allows information to be securely exchanged between the user’s computer and the SAFIS application. The certificate allows the user’s computer to recognize the SAFIS host, and vice versa. Once the identity is recognized, a secure connection is established between the two.

JInitiator and The Security Certificate (Continued)

What will loading these items onto my computer do?

JInitiator and the Security Certificate will probably be saved to your computer's Program Files directory. Loading these items onto your computer will not change your computer's configuration. They will be used only in conjunction with SAFIS and will not enable NMFS or anyone else to view information on your computer.



- a) To submit reports using the SAFIS Web Form option (this option lets you enter your landings information directly into a web-based form), click on the "Enter" button.
- b) To submit landings information using the File Upload option (this option lets you transfer report files from your system directly into the SAFIS system), click on the "File Upload" button.
- c) To submit negative reports, click on the "Negative Reports" button.

Using SAFIS



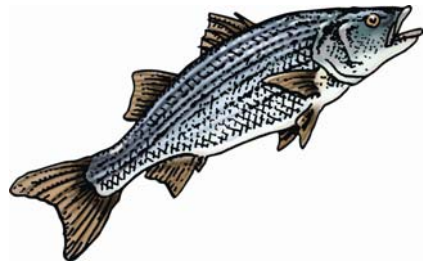
1. Once you enter your username and password, you will see the NOAA SAFIS home page above and will be ready to submit reports.

Using the Getting Started Disk

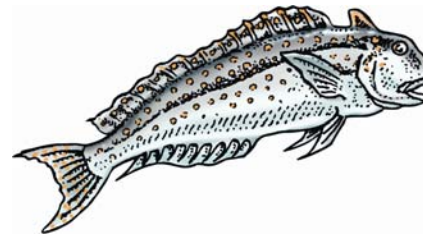
1. Turn on the computer.
2. Place the Getting Started disk in the computer CD drive so that the printed side is face up.
3. Close the disk drive.
4. Wait a moment for the program on the disk to begin loading automatically. If this doesn't happen, go to the computer's Start menu (on Windows-based machines, you can access this menu by clicking on the "Start" button on the bottom left corner of the screen.). Select "Run" from the menu. This will begin the loading of information from the CD.
5. The SAFIS CD home page will appear. A menu on the left side of the screen will display the following options:
 - Quick Demo
 - Get Started
 - About SAFIS
 - Home

Using the Getting Started Disk (Continued)

6. Click on the “Get Started” button from the menu on the left of the screen to begin loading JInitiator and the Security Certificate onto your computer.



3. Enter the username listed in the permit holder letter sent by NOAA Fisheries on April XX, 2004, and then press the “Enter” key on the keyboard.
4. Enter the password listed in the permit holder letter sent by NOAA Fisheries on April X, 2004 and click on “Go”.



Logging into SAFIS



1. Once the user has entered the SAFIS website address, the SAFIS login screen will appear.
2. Place the cursor in the white box under the word “Username” on the top left side of the screen.

Loading JInitiator and the Security Certificate

1. Once you are on the “Get Started” web page, click on the downward facing arrow on the bottom right of the screen to scroll to the bottom of the page. Select “JInitiator” under “Downloads” to download JInitiator and the Security Certificate.
2. A message may appear warning about the possibility of the file harming your computer. No malicious code has been built into this file. The software has been tested and is guaranteed to be virus-free. Select the “Open” button from the bottom of the pop-up box. This will initiate the copying of the files.
3. A message stating “Extracting JInitiator and SAFIS Security Certificate” will appear. Click the “OK” button on the bottom of the message box.
4. A series of message will walk you through the installation. You will need to specify a destination

Loading JInitiator and the Security Certificate (Continued)

folder where the files you are downloading will be stored. If the default location (the location that is automatically selected by the program) is acceptable, select “Next”. (We recommend that you use the default location.) If it is not, select a different location by using the “Browse” button.

5. A message will appear on the screen once the installation is complete. Click the “OK” button at the bottom of the message. Your computer is now set-up for SAFIS use. You will now be able to access SAFIS and begin entering reports.



Using SAFIS Online

1. Once the Security Certificate and JInitiator have been loaded onto the computer, you will be ready to access SAFIS.
2. Click on the Internet Explorer icon to initiate the Internet browser.
3. Once the Internet Explorer opens, the Internet home page (the default page that appears whenever you access your Internet browser) will appear.
4. Locate the address bar at the top of the screen.
5. Place the cursor in the address bar and type in the SAFIS website address <http://safis.accsp.org> in the address bar and press the “Enter” key on the keyboard or click the “Go” button to the right of the address bar.